

**Outside Budget Cycle
Augmentations/Reallocations
Request to Classify Form
FY 2020-2021**



Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position to Channelle Ceralde and Irene Espinoza, in the Human Resources Department (HRD). HRD will notify you regarding the status of your request or if additional information is necessary. **Please attach a copy of the current and proposed organizational chart depicting the proposed position. Both organizational charts must reflect current FTE's (filled and vacant).**

Department/Division: Social Services / Human Resources

Budget Unit Number: 5010-8262

Department Contact for Information: Name: Brette Neal, Dept. Human Resources Manager

Phone: 796-1555

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):	
<input type="checkbox"/> New Allocation	Leave Unfilled
<input type="checkbox"/> Reallocation, Filled Position	<i>[Insert Current Classification Title]</i>
<input checked="" type="checkbox"/> Reallocation, Vacant Position	Principal Clerk – Confidential

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. Do not include verbiage directly from the class specification. <i>(Please note rows will expand to allow for thorough description of task/duty)</i>
30	Assist Human Resources (HR) analyst to initiate and handle departmental recruitment functions and other HR related functions that include the following: discuss and develop recruitment plans and related matters with the designated hiring authority; assist in communications with CalHR regarding recruitment and examinations logistics; serve as the chief proctor for all bilingual written and oral testing with CalHR; correspond with applicants, internal customers, and CalHR for recruitment and examinations; ensure job bulletins are reviewed and approved by the hiring authority and CalHR; ensure recruitment certification list is coded and maintained throughout the life of the recruitment, until the recruitment is finalized; maintain recruitment files for record retention; coordinate the development and maintenance of new and existing HR branch recruitment reports and other HR related reports as appropriate; maintain accurate personnel related records and correspondence for retention of employee information, including but not limited to, personnel files (including Medical and Benefit files), personal and confidential employment records and documents, and maintenance of personnel related updates within the Advantage HR database; and provide technical assistance for the development and enhancement of new and existing departmental policies and HR related manuals to document procedural guidelines.

30	Input candidate reference checks utilizing SkillSurvey; assist HR analyst with finalizing job offers and ensuring job offers letters are distributed to new hires; assist with onboarding orientations and new employee benefits orientations; assist with LiveScan fingerprinting for all new hires; distribute regret notifications to interview candidates; respond to routine inquiries from candidates and the public regarding recruitment specifics; and prepare recruitment activity reports.
30	Assist with processing leave of absences from inception to completion; assist with processing employee new hire and qualifying event benefits enrollments and benefits changes in the Advantage System that include benefits enrollment and dependent enrollment documents (ENRL, DPBN, and DPND); ensure myCalPERS is updated as needed to reflect employee benefits enrollment changes; assist with processing Annual Open Enrollment transactions; and attend monthly HR Link Meetings and Benefits Coordinator Meetings.
10	Process the following Employee Status Management Transactions (ESMTs) in the HR Advantage System within established timeframes and in accordance to employee Bargaining Unit (BU) benefits and pay parameter pay information: onboarding, name changes, supervisor and work locations changes, promotions, demotion, reinstatement, rehires, at-will and transfers; and ensure personnel records are maintained.

JUSTIFICATION FOR REQUEST: Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position. Explain why duties cannot be absorbed by another existing position. Describe consequences or ramifications if the position is not approved. *[Please note field(s) will expand to allow space for justification]*

We have one (1) Principal Clerk – Confidential who was on a leave of absence for approximately 3 years and has since retired as of March 2020, leaving a vacancy within the HR Branch. Throughout that time, those duties have been absorbed by two (2) Principal Clerk – Confidential employees. This is not a long-term solution to maintain the many functions needed in the HR Branch at the Department of Social Services. A majority of the Principal Clerk – Confidential duties have evolved at the level needed to work independently as a paraprofessional, Personnel Technician – Confidential, to assist with routine recruitment, examination, job classification, compensation, employee relations, benefits, and leave of absence functions.

If the position is not approved, the Department may experience a delay in recruitment efforts, employee status transactions and benefit transactions may not be processed timely since the transactions will be distributed to other HR staff that carry their own workload, in addition to another co-workers' job responsibilities. Further, there will be significant impact to departmental HR analyst's workload who will need to process, assist and coordinate efforts to ensure that these functions are carried out timely in accordance with all County, State, and Federal mandates.

Were the new duties previously performed by another position(s)?

No ☒ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Yes. The duties were performed by two (2) Principal Clerk - Confidential employees.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No ☒ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Personnel Technician - Confidential

Please describe what efforts the Department has made to reapportion duties to existing positions/staff.

The Department has had one (1) Principal Clerk – Confidential who was on a leave of absence for approximately 3 years and has since retired as of March 2020, leaving a vacancy within the HR Branch. Throughout that time, those duties have been absorbed by two (2) Principal Clerk – Confidential employees. The Principal Clerk – Confidential assisted with routine recruitment, examination, benefits, and other HR functions as assigned. The Department of Social Services has 876 allocated positions and as such, has a large volume recruitments and other HR related functions needing to be conducted. The functions of recruitment, Advantage transactions, Benefits and other HR functions have been dispersed to the other two (2) Principal Clerk – Confidential employees. This is not a long-term solution to maintain the many functions needed in the Human Resources Branch at the Department of Social Services.

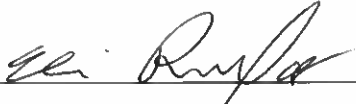
Department Head Name: Lori A. Medina

Department Head Signature: 

Date 2/1/2021

Comments:

Departmental HR Analyst Name: Eli Ruelas

Departmental HR Analyst Signature: 

Date: 2/1/2021

Class Recommendation: Personnel Technician – Confidential

Class 14H03

Code: _____

FOR HRD USE ONLY:

Approved Class Title: Personnel Technician Confidential Class Code: 14H03

HRD Classification Analyst:

DocuSigned by:

Channelle Ceralde

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Channelle Ceralde, Senior Personnel Technician

Date: 2/4/2021 | 8:25 AM PST

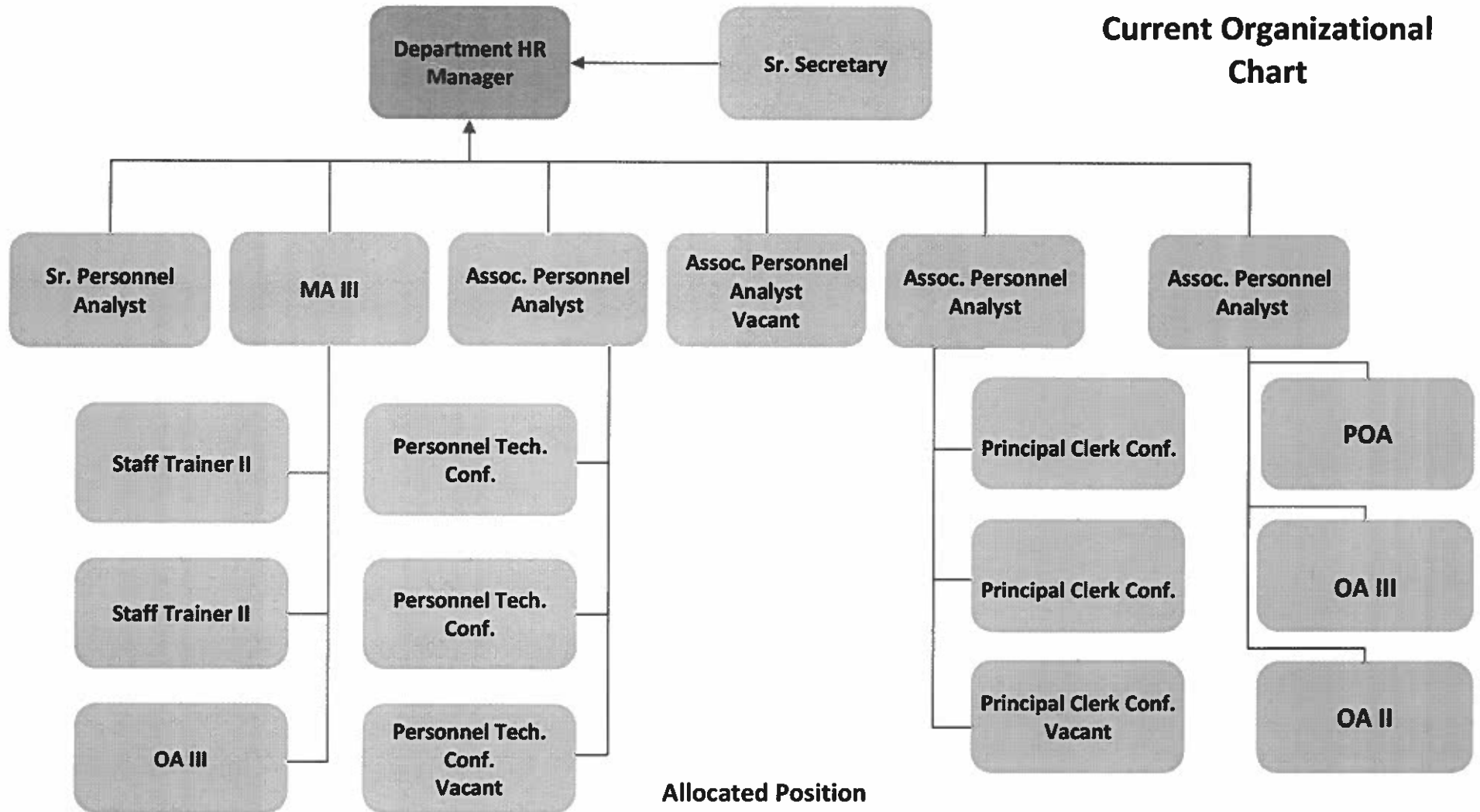
Distribution of HRD Job Class Determination:

CAO Budget Analyst

Rocio Quezada (CAO – Admin. Secretary)

Departmental HR Analyst

Current Organizational Chart

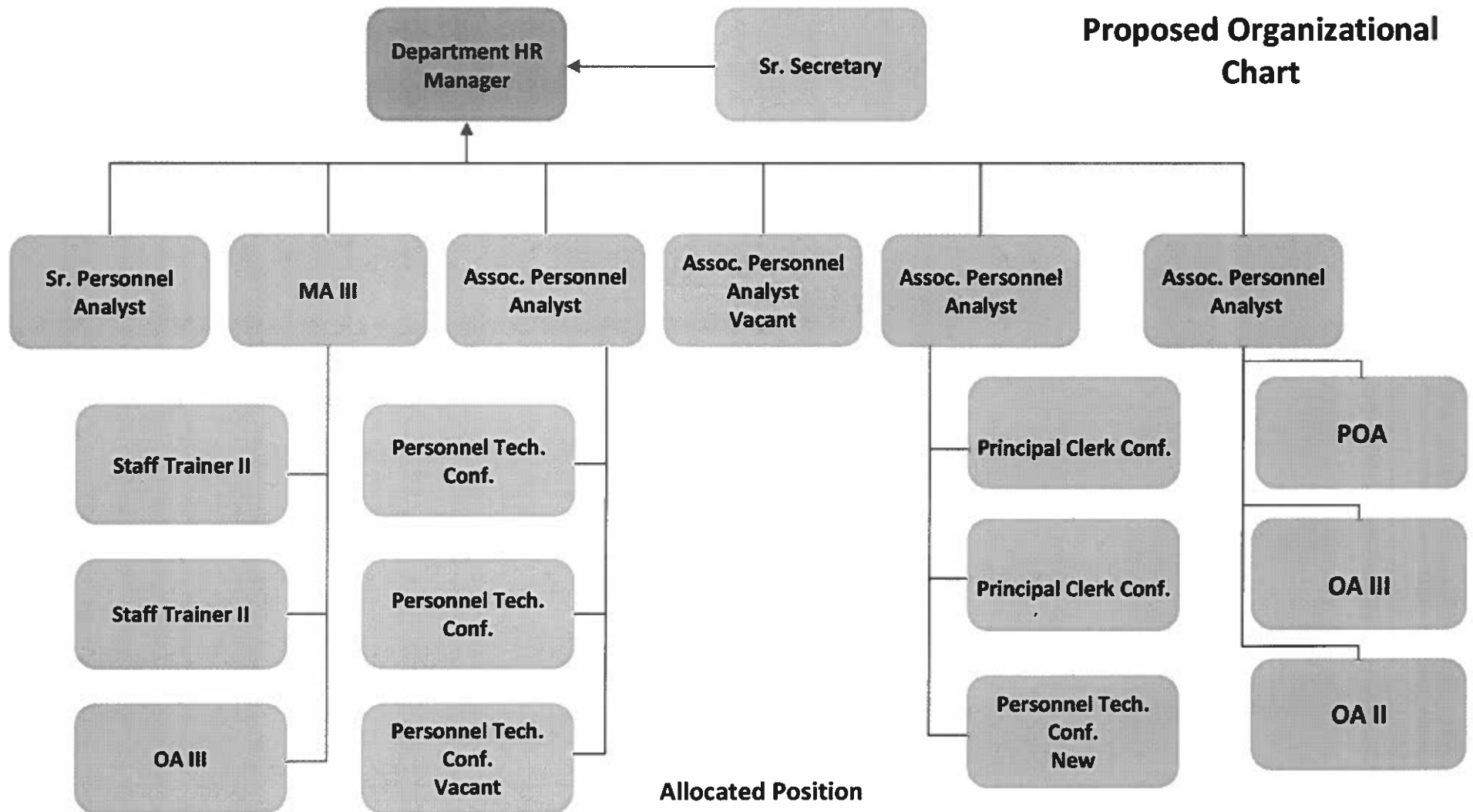


Allocated Position Breakdown for Human Resources

Associate Personnel Analyst (Assoc. Personnel Analyst) – 4
 HR Manager – 1
 Management Analyst (MA) III – 1
 Office Assistant (OA) II – 1
 Office Assistant (OA) III – 2
 Personnel Technician Confidential (Personnel Tech. Conf.) – 3

Principle Clerk Confidential (Principle Clerk Conf.) - 3
 Principle Office Assistant (POA) - 1
 Senior (Sr.) Personnel Analyst - 1
 Senior (Sr.) Secretary - 1
 Staff Trainer II - 2
Total - 20

Proposed Organizational Chart



Allocated Position Breakdown for Human Resources

Associate Personnel Analyst (Assoc. Personnel Analyst) – 4
 HR Manager – 1
 Management Analyst (MA) III – 1
 Office Assistant (OA) II – 1
 Office Assistant (OA) III – 2
 Personnel Technician Confidential (Personnel Tech. Conf.) – 4

Principle Clerk Confidential (Principle Clerk Conf.) - 2
 Principle Office Assistant (POA) - 1
 Senior (Sr.) Personnel Analyst - 1
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Total - 20